

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

EMPLOYMENT SECURITY APPEALS REFEREE

Oahu

Recruitment # 12-075

Salary: See Recruitment Information

Opening Date: April 11, 2012

Closing Date: April 23, 2012

(revised 04.18.12)

RECRUITMENT INFORMATION

Position is Part-Time Intermittent. Work hours may vary from 0-40 hours per week depending on the needs of the division. Salary: Per Diem, \$249.68 (SR-26, Step G). Position is located in the Honolulu.

DUTIES SUMMARY

Conducts quasi-judicial hearings on appeals by claimants and employers relative to the Department of Labor and Industrial Relations' decision on unemployment insurance benefit and related matters; perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

Education Requirement:

A bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described below or any other responsible administrative, professional, or other analytical work experience which would provide knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for education on a year-for-year basis.

The education or experience background must demonstrate the ability to write clear and comprehensive materials such as reports and analyses; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided, applicants must have had progressively responsible experience of the kind, quality and amounts shown below:

General Experience:

Three (3) years of progressively responsible professional or other analytical work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems; and identifying, evaluating and analyzing issues involved and interpreting and applying various statutory provisions, rules or regulations to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques and prepare clear and concise written reports of facts, issues, application of laws, rules, regulations and procedures and recommendations for action.

Specialized Experience:

Two (2) years of progressively responsible professional or other analytical work experience in one or a combination of the following:

A. Responsible experience which demonstrated knowledge of procedures and requirements pertinent to conducting hearings of contested cases in government. Such experience may have been obtained through work which involved either: (1) conducting hearings of contested cases in government including time required to conduct research and study preparatory to conducting hearings and subsequently to analyze the evidence and prepare findings of fact, conclusions of law and recommendations or decisions as applicable; or (2) serving as a responsible representative of a party at, or actively participating as a party in such hearings including time required to conduct research and study preparatory to the hearing, gathering and evaluating facts to be submitted as evidence and preparing analyses or memoranda subsequent to hearings, as applicable. Experience in either conducting hearings or representing or being an active party in hearings need not have been on a full-time basis. However, credit will be given for that portion of time in which the above activities were actually performed.

B. Experience which demonstrated thorough knowledge of unemployment insurance laws, rules and regulations. Evidence of such level of knowledge includes work as a supervisor over lower-level unemployment insurance claims examiners which included responsibility for the coordination of work, training and the review and evaluation of the propriety of benefits determination work performed by subordinates; as a professional performing the most difficult and complex unemployment insurance assignments involving the investigation of disputes under the employment insurance law; or as a program specialist responsible for evaluating unemployment insurance program operations and developing or revising policies, procedures and techniques and providing technical advice to supervisors and others.

Non-Qualifying Experience: Clerical work experience, although it may be in the field of appeals processing or unemployment insurance claims examination and other application of law, is not qualifying.

Substitutions Allowed:

A. A master's degree from an accredited college or university which required completion of research and the preparation of extended reports may be substituted for one (1) year of General Experience.

B. Satisfactory completion of coursework required for a law degree from a school of law accredited by a nationally recognized specialized accrediting body (or coursework deemed comparable by a nationally recognized specialized accrediting body) which included study of techniques of legal research and writing, administrative law, rules of evidence, and civil procedures may be substituted for the General or Specialized Experience on the basis of fourteen (14) semester credit hours for each six (6) months of experience required up to a maximum of one and one-half (1 ½) years of General and/or Specialized Experience.

C. A law degree from a school of law accredited by a nationally recognized specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for all of the General and Specialized Experience.

D. Excess Specialized Experience may be substituted for the required General Experience on a year-for-year basis.

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM

www.hawaii.gov/labor/jobs

or

Department of Labor and Industrial Relations

830 Punchbowl Street, Room 312

Honolulu, Hawaii 96813

Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm

Closed on State Observed Holidays

Submit completed Application and Supplemental Questionnaire to

**Department of Labor and Industrial Relations, 830 Punchbowl St., Room 312,
Honolulu, HI 96813.**

Mailed applications must be postmarked by midnight of closing date.

Employment Security Appeals Referee, - Oahu
Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not submit a resume in place of completing the Supplemental Questions**.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that **I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions**. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

☐ YES email address: _____

☐ NO Prefer hard copy by mail.

Employment Security Appeals Referee – Oahu, 12-075

Print Name	Signature	Date
------------	-----------	------

Name:

2. **EDUCATION REQUIREMENT**

Do you possess a bachelor's degree from an accredited four (4) year college or university?

☐ Yes ☐ No

If YES, you **MUST SUBMIT** a copy of your degree as verification.

3. **GENERAL EXPERIENCE REQUIREMENT**

Do you have at least three (3) years of progressively responsible professional or other analytical work experience as described in the job announcement?

☐ Yes ☐ No

If YES, identify each experience you would like us to consider and provide the following information. All employers listed below should also be listed on your application.

A. Employer, job title, dates of employment.

B. What kind of company or organization was this? What kinds of services did it provide? To whom (describe clientele)?

C. Which department did you work in? What was the **primary** function of your position? What were your **major** duties and responsibilities? In your description be very specific.

D. Describe your work experience, if any, in each of the following areas. Describe the factors you considered, steps you took, and to give relative examples. Be sure to include a clear description of your role and what happened as a result of your involvement.

1) Gathering, evaluating and analyzing facts and other information to resolve problems.

2) Identifying, evaluating, and analyzing issues and interpreting and applying various statutory provisions, rules or regulations.

E. How did you elicit the information you needed?

F. What kinds of problems or issues did you resolve? What methods or techniques did you use to solve them?

G. Were you responsible for any reports of facts or issues uncovered?

H. Were you required to apply laws, rules, regulations etc.?

I. Did you make any recommendations? For what purpose and to whom?

J. How did your duties and authority differ from those of your supervisor?

Name:

4. SPECIALIZED EXPERIENCE REQUIREMENT

Do you have at least two (2) years of progressively responsible professional or other analytical work experience as described in the job announcement?

☐ Yes ☐ No

If YES, identify each experience you would like us to consider and provide the following information. All employers listed below should also be listed on your application.

A. Employer, your job title, and employment dates.

B. What kind of company or organization was this? What kinds of services did it provide? To whom (describe clientele)?

C. Which section did you work in? What was the **primary** function of your position? What were your **major** duties and responsibilities?

D. Clearly describe your work experience, if any, in each of the following areas. Be sure to clearly describe your job duties and specific role in the proceedings. Refer to the job announcement for further details and information.

1) Experience which demonstrated your knowledge of procedures and requirements in conducting hearings of contested cases in government.

2) Experience which demonstrated a thorough knowledge of unemployment insurance laws, rules, and regulations. Describe your specific job duties, examples of the unemployment insurance laws or rules you worked with, and your level of authority or involvement.

E. How did your duties and authority differ from your supervisor?

5. SUBSTITUTION OF EDUCATION FOR REQUIRED EXPERIENCE

Are you substituting education for required experience as described in the job announcement?

☐ Yes ☐ No

If YES, you must submit copies of your official transcripts as verification.

6. SUBSTITUTION OF SPECIALIZED EXPERIENCE FOR GENERAL EXPERIENCE

Are you substituting excess specialized experience for general experience as described in the vacancy announcement?

☐ Yes ☐ No

Name: _____

7. Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. Note: You must re-submit supporting documents to DLIR if they were submitted to the:

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

8. How did you find out about this position? (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
- ☐ Chaminade University
- ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: _____

9. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
 - Attachments if applicable
- ✓ Supporting documents
 - Driver's License (if applicable)
 - Transcripts (if applicable)